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Division of Purchasing

Informational Service Agency Records Retention Schedule of the Records Management Guide

(This Schedule Revised April, 2008)

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Department of Administration
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http://recordscenter.idaho.gov/pdf/Informational_Service_Records_Book.pdf

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APPENDIX 9: RECORDS RETENTION SCHEDULE FOR STATE GOVERNMENT AGENCIES

GUIDELINES

A record is recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

The following records retention schedule is reviewed and modified, if necessary, on a yearly basis. The schedule is designed to be a reference in designing individualized agency retention schedules and to provide a level of uniformity in records retention throughout Idaho state government. The State Record Center, Department of Administration, should be contacted regarding proposed changes or modifications to the records in this schedule, or if activities of an agency require different retention.

All retention periods are filed by either the fiscal or calendar year. For all UNANNOTATED DUPLICATE COPIES, preferably destroy immediately after administrative need ends by either the fiscal or calendar year.

INTRODUCTION TO RECORDS RETENTION SCHEDULE

This schedule is intended for use within an agency's records management program. Regardless, until an agency creates a version of this records retention series specific to its facilities, these are the accepted and established time frames and limitations that should be adhered to.

Retention Schedule Headings Definitions	
Series #	Number associated with each schedule type
Series Title	A general description of the series
Office of Record	Office that commonly creates the record and holds it during its active period
Retention Period	Time to retain the record; life of the record
Transfer Instructions	Where a record goes after its active period
Archival	**A** – Indicates the record is or may be permanent and have historic value **R** – Indicates a required review by the Records Manager to determine value
Vital	**X** – Record is vital for immediate operation of the office of origin or the institution.
Guidance: Restricted Access	**RA** – Refers to the security needs of a record series. Must be justified. ***Access to applicable records should be limited to authorized personnel and approved individuals due to privacy and educational interests. Questions about limits should be based on the type of records, its content and the nature of the request for access and use.*** Records may contain, but are not limited to, confidential, personal or proprietary information.
Guidance: Authorities	Federal and State laws, regulations or requirements that pertain to the series. Where not specifically referenced, Idaho Code § 9-337 through 9-347 of the Public Records Law has been applied. Note that there are exemptions for the access requirements of this law. These may be noted as well.

Retention Codes (Refer to Records Regardless of Format; Type May Vary)	
AC	After closed, terminated, completed, expired, settled or last date of contract
AV	As long as administratively valuable
CE	Calendar Year End (December 31st)
FE	Fiscal Year End (June 30th)
LA	Life of Asset
PM	Permanent
UA	University Archives
US	Until Superseded

HOW TO USE THESE SCHEDULES

ESTABLISHING A SCHEDULE

This schedule assumes that:

- The person using it is knowledgeable about his/her office or agency's records;
- An inventory of the records of the office or agency will be performed;
- Time will be taken to apply the definitions to the records found on hand; and
- Records will not be destroyed or reorganized without supervision of the agency's Records Manager or consultation with the State Archivist.

FUNCTIONS AND TYPES OF RECORDS

This schedule is intended to address records common to most offices and agencies of the State of Idaho. Not every type of record listed here will occur in every agency. Some agencies will discover they have records that do not appear to fit any of these series. For those records, contact the State Archivist or the agency's Records Manager for guidance.

HIERARCHY OF RECORDS WITHIN AN AGENCY

Put simply, not every office holding a copy of a record is holding the *record copy*. An example is time sheets. The record copy of a time sheet is the one signed and sent to the payroll office. Any copies kept in other offices to confirm later payroll reports (e.g., proper charges to accounts, etc.) are a short-term record, as are any personal copies in other offices. The Office of Record is the payroll office.

When trying to assess the value of a record in the focus area, bear this concept in mind: Where does the ultimate responsibility for a document, report or record lie? There are instances where a record has value for different reasons in different offices. This is the primary reason a physical inventory of records is essential to this process.

WHEN A RECORD SHOULD BE RETAINED LONGER THAN ITS RETENTION

Documents, regardless of format or storage media (e.g., electronic files), associated with any dispute, audit or legal proceeding should not be destroyed or altered without consultation with the agency's Records Manager, General Counsel, Deputy Attorney General or the State Archivist.

CONFIDENTIALITY, RESTRICTED ACCESS AND PUBLIC RECORDS

The need to limit access to a record type does not mean that it is unavailable as a public record.

- Requests for access to public records should be handled by personnel familiar with the requirements of the laws and regulations that apply to the information requested; and
- For some records flagged in this schedule as "RA – Restrict Access," copies can be furnished where restricted information is blocked out or redacted to make it available to a public records request. An example is a contract that may be copied if social security number, names, etc., have been obscured.

Concerns about making records available to a public records request should be addressed to the agency's Records Manager, General Counsel, Deputy Attorney General or the State Archivist.

CREATING AN AGENCY'S RETENTION SCHEDULE

Once an inventory is completed and a summary of the record series which occur in the agency's office has been compiled, based on this general schedule, a set of decisions will need to be made to establish the Office of Record for each record type. ***NOTE:*** For many common series, like "correspondence," the Office of Record will probably be the "office of origin" until it is time to transfer the inactive years of material to the State Archives. Other records have obvious "homes," like payroll records (Accounting or Payroll) and permanent or long-term personnel files (Human Resources). It should be noted that smaller-scale agencies may find that a central office becomes the Office of Record for many record types because of staffing or the preference of the agency director. For agencies with regional offices around the State, these decisions may seem problematic. However, with a careful focus on the needs of the offices within an agency and by consulting the State Archivist, these decisions can be made to the benefit of all.

One of the established benefits of records management, with improved accountability of the Office of Record, is efficiency, in both expense and time, of being able to retrieve a record when it is truly needed, without multiple copies taking up space throughout an agency or an office.

HOW TO USE THE RETENTION SCHEDULE FORMAT

Please consider the sample inserted below. Microsoft Excel was used to create this version of the retention schedule document. The fields of the table should be adhered to for compatibility with other State agencies and offices within a given agency.

The *Records Retention Form*, an online Excel fill-in form document, may be accessed at http://adm.idaho.gov/purchasing/record_cnt.htm.

SAMPLE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0110	**PERIODIC BUDGET REPORTS** Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.		FE +3, then destroy			
SG1310	**LOSS CONTROL INSPECTION REPORTS** An annual self-inspection report used to identify potential hazards within the building or on the agency property. This record may also be used as evidence in defense of a claim. ***GUIDANCE:*** - Retain by agency until superseded or obsolete, then send to Risk Management.	Risk Management	US +12, then destroy			
SG18312	**STUDENTS - FINANCIAL AID RECORDS - FFEL AND DIRECT LOANS** Records related to borrower's eligibility and participation. All audit requirements to be met prior to disposal. ***GUIDANCE:*** - AC - End of the award year in which the student last attended. - Retention based on 34 CFR § 668.24		AC +3, then destroy			**RA**-Access: FERPA, Confidential Record.
SG18559	**COMPUTER SYSTEMS - HARDWARE DOCUMENTATION** Operational and maintenance requirements of computer hardware, such as operating manuals, hardware configurations, control systems. ***GUIDANCE:*** - Series may relate to property management schedules.		PM	A	X	**RA**–Access may be restricted as part of facility security plans.

NOTE: A column may be added for specific agency series numbers to allow for associating a records series with an in-house procedure or policy.

INFORMATIONAL SERVICE AGENCY RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1701	**ACCESSION REGISTERS** Information related to library, archives or museum acquisitions. Documentation for book accessions usually includes author, title, publisher, jobber, year purchased, purchase price, and other bibliographic and accession data. Non-book media contain other pertinent information.		*Record Copy:* AC +3, then PM *Duplicate Copies:* AC +3, then destroy			
SG1702	**ANNUAL REPORTS** Series provides a record of the primary functional activities and accomplishments of the agency for the previous year. Reports may include narratives, statistics, graphs, diagrams, member lists, descriptions of programs, events and exhibits, and annual financial statements.		*Record Copy:* AC +3, then PM *Duplicate Copies:* AC +3, then destroy			

LEGEND:
Retention Codes: **AC**-After closed, terminated, completed, expired, settled or last date of contact; **AV**-As long as administratively valuable; **CE**-Calendar Year End (December 31st); **FE**-Fiscal Year End (June 30th); **LA**-Life of Asset; **PM**-Permanent; **UA**-University Archives; **US**-Until Superseded
Archival: **A**-Record is or may be permanent and have historic value; **R**-Required review by the Records Manager to determine value.
Vital: **X**-Record is vital for immediate operation of the office of origin or the institution
Guidance: **RA**-Refers to the security needs of a record series. Must be justified.

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1703	**BOARD MEMBER PERSONNEL RECORDS** Series documents the appointment or election and subsequent personnel actions for board members. Records may include appointment letters, résumés, applications, personnel action forms, job descriptions, and employee data sheets.		*Record Copy:* AC +3, then PM *Duplicate Copies:* AV, then destroy			
SG1704	**BORROWER REGISTRATION RECORDS** Records used to grant citizens library cards and privileges as well as to control circulation of library holdings. Individual borrower registration information may include name, address, telephone number, date of birth, signature, expiration date, identification number and related data.		*Record Copy:* US, then destroy *Duplicate Copies:* AV, then destroy			
SG1705	**CATALOGS, FINDING AIDS** Lists which provide patrons with access to library, archives or museum holdings by subject, title, and author and/or donor. Usually includes author's name, title of book or other media, call number, bibliographic description, and related information. ***GUIDANCE:*** - See also SG0016, Finding Aids.		*Record Copy:* US, then destroy *Duplicate Copies:* AV, then destroy			

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SG1706	**CIRCULATION RECORDS** Book cards or electronic records documenting information pertinent to the circulation of materials such as books, magazines, record albums, audio and video tapes, and computer software. May include patron identification, date circulated and date due.		*Record Copy:* AC, then destroy *Duplicate Copies:* AV, then destroy			
SG1707	**COPYRIGHT AND REPRODUCTION RECORDS** Series provides a record of the activities, policies and procedures related to copyright ownership and reproduction of agency owned objects and publications, and of the agency's use of items owned by other organizations. Series also documents agreements with other parties for private or commercial use, reproduction, publication and sale of written materials and photographs of agency owned objects and publications. Records may include reproduction, resale and publication policies and procedures, contracts and agreements, use restriction forms, photograph release forms, photographic service request forms, requests for permission to reproduce or publish photographs or documents, fee schedules, correspondence, and work orders for purchase of printed materials.		*Record Copy:* AV +6, then destroy *Duplicate Copies:* AV, then destroy			

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SG1708	**DIRECTOR'S RECORDS** Series provides a record of the administrative activities of the agency director, such as executive leadership of the organization, financial and personnel management, policy development, budget development and approval, public contact and lobbying. Records may include correspondence, memos, policies, statistical and narrative reports, draft budget data, and financial reports. Series also documents the activities and decisions of the board responsible for governing agency operations or for advising its operations. Records may include minutes, agendas, tape recordings, and board committee records. Records may also include constitution and by-laws, intergovernmental agreements, organization charts, draft and approved budgets.		*Record Copy:* AC +3, then PM *Duplicate Copies:* AC +3, then destroy			
SG1709	**DIVISION ADMINISTRATIVE RECORDS** Series documents the activities, decisions, and reports of administrative staff divisions which oversee or advise programs or functions of the historical agency. Divisions may include, but are not limited to, finance, historic preservation office, historic sites, library, archives, membership, outreach and development, publications, and museum. Records may include division agendas, minutes, proposed budgets, reports and correspondence. **NOTE:** Division minutes may become part of agency history which is permanent. ***GUIDANCE:*** - See also SG0006, Agency Written Histories.		*Record Copy:* AC +6, then destroy *Duplicate Copies:* AV, then destroy			

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SG1710	**DEVELOPMENT PROGRAM RECORDS** Series provides a record of administration of the agency's development program. The development program raises funds and other resources for support of the organization and its programs through cultivation of individual, corporate, government and foundation support, and special events. The program also develops, submits and reports on grants. Records may include publicity and promotion records, reports, budgets, grant records, fund raising event and project records, records of gifts in kind and financial donations, mailing lists, bulk mailing records and correspondence.		*Record Copy:* AC +6, then destroy *Duplicate Copies:* AV, then destroy			
SG1711	**EDUCATIONAL PROGRAM RECORDS** Series provides a record of administration of the agency's education and public outreach programs. The education program may include tours, lectures, workshops, electronic media, and other adult and children's events and activities. Records may include publicity and promotion records, reports, orientation and training class records, such as teaching packets, brochures, flyers, photographs, audio tapes, videotapes, class schedules, attendance rosters, and correspondence. Records may also include agreements and contracts.		*Record Copy:* AC +3, then PM *Duplicate Copies:* AC +3, then destroy			

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SG1712	**EXHIBIT RECORDS** Series documents the planning, development, installation and maintenance of temporary and permanent on-site and off-site exhibitions, research of materials and objects, and publication of exhibits. Records may include exhibit contracts, design and installation records, permanent and temporary exhibit inventory listings, exhibit catalogs, photographs and slides, exhibit scheduling records, brochures, and correspondence.		*Record Copy:* AC +3, then PM *Duplicate Copies:* AC +3, then destroy			
SG1713	**FRIENDS OF THE AGENCY RECORDS** Agency copy of records documenting the activities of non-profit citizens' groups created to promote public support for the archives, library, museum, or other agency activity. Subjects often include programs, costs, acquisitions, special events, policies, procedures, citizen participation, and others. Records may include minutes, agendas, exhibits, by-laws, non-profit statements, membership lists, budget and financial statements, and related materials.		*Record Copy:* US, then destroy *Duplicate Copies:* AV, then destroy			
SG1714	**INTER-LIBRARY LOAN RECORDS** Records documenting materials borrowed and loaned by the library through an inter-library loan program in response to patron and other library requests. May include requests, notices, tracking logs, and other records. ***GUIDANCE:*** - AC - After materials returned to owner library.		*Record Copy:* AC +6 months, then destroy *Duplicate Copies:* AV, then destroy			

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SG1715	**LOANS AND COLLECTIONS INSURANCE RECORDS** Series documents insurance coverage as part of risk management for museum collections and loan objects. Records may include insurance policies, riders, certificates of insurance, correspondence, damage and loss claims, and reports.		*Record Copy:* AC +6, then destroy *Duplicate Copies:* AV, then destroy			
SG1716	**MASTER SHELF LISTS / INVENTORIES** Inventories of all holdings, including volumes and titles added or withdrawn from the collection. Usually arranged by shelf, showing title, author or office, accession number, publisher, date acquired, cost, and number of copies. Used as an inventory control.		*Record Copy:* US, then destroy *Duplicate Copies:* AV, then destroy			
SG1717	**MEMBER RECORDS** Series documents administration of the agency’s membership program and the status of its membership. Records may include publicity and promotion records, individual member records, membership rosters, reports, membership drive records, mailing lists, address changes, bulk mailing records, and correspondence.		*Record Copy:* AC +3, then destroy *Duplicate Copies:* AV, then destroy			

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SG1718	**OVERDUE BOOK RECORDS** Records used to monitor status of overdue books and other media. Also used to notify patrons to return overdue library materials. Often includes notices and lists. Lists document long overdue materials and can be useful in collection action. ***GUIDANCE:*** - AC - Until materials returned or debts reconciled or deemed uncollectable.		*Record Copy:* AC, then destroy *Duplicate Copies:* AV, then destroy			
SG1719	**PERMANENT COLLECTION RECORDS** Series documents the accession, use, care, maintenance, storage and disposition of objects in the permanent collection. Series also provide a record of deaccession of objects no longer in the collection. Records may include acquisition and deaccession policies and procedures, appraisal and authenticity records, accession and catalog paper copy and/or electronic catalog records, accession records, deaccession records, deeds of gift, donor records, inventory and location records, condition / conservation records, photographs of objects, conservation records, collections use records, and library shelf lists and finding aids.		*Record Copy:* AC +3, then PM *Duplicate Copies:* AC +3, then destroy			

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SG1720	**PUBLICATIONS, PROMOTIONAL** Publications distributed to the public to advertise services, programs, and activities. May include brochures, newsletters, activities calendars, schedules, special events flyers, and other records. ***GUIDANCE:*** - See also SG0033, Publications, and SG0011, Electronic Publications.		***Record Copy:*** AC +3, then PM *Duplicate Copies:* AC +3, then destroy			
SG1721	**RESEARCH INQUIRY AND RESPONSE RECORDS** Series provides a record of research requests received and responses made to them by agency staff. Records may include written or electronic inquiries and responses. Information may include name of researcher, subject of inquiry or request, and reply.		*Record Copy:* AC +2, then destroy *Duplicate Copies:* AV, then destroy			

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SG1722	**TEMPORARY LOAN RECORDS** Series documents the processing and documentation of incoming objects loaned from outside sources and objects being loaned out from the permanent collection. Records may include loan requests and agreements, facilities reports, insurance records, descriptions of objects received or loaned out, inspection and conditions reports, acknowledgments and receipts, lender lists, inventory listings, packing and shipping records, damage reports, and insurance reports. Records may also include U.S. and foreign customs forms.		*Record Copy:* AC +3, then destroy *Duplicate Copies:* AV, then destroy			
SG1723	**VOLUNTEER RECORDS** Series documents the administration of the agency's volunteer and intern programs. Records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, publicity records, insurance documentation, and correspondence.		*Record Copy:* AC +3, then destroy *Duplicate Copies:* AV, then destroy			

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